## PC-ACE Pro32 – Backing Up and Restoring

Backing Up PC-ACE Pro32 From the Close Feature

1. Close PC-ACE Pro32 by clicking on the X in the upper right corner. The software will ask if you would like to backup your files each time that you close the program (Figure 1). You should backup your files at least once per month.

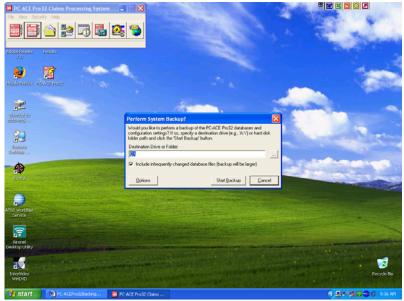


Figure 1: Backup Screen

- 2. A box entitled Perform System Backup will appear. Choose the Destination Drive or Folder that you want the backup file to be located. A suggestion would be your hard drive or network drive.
- 3. Select the Start Backup button and click OK when the software asks if you are ready to perform the backup.
- 4. A message box stating The backup operation has completed successfully will appear. Click OK.
- 5. PC-ACE Pro32 will automatically close and the backup process is complete.

## Restoring a Backup

- 1. Click on the System Utilities button in the PC-ACE Pro32 main toolbar. It is the second one from the right. The System Utilities box will display.
- 2. Click on the Restore tab.
- 3. Browse to the drive or folder containing the existing backup to be restored.
- 4. Click on Start Restore.
- 5. You will see the Warning box appear, click OK. Next, the Confirm box will appear, click OK. Lastly, the Information box will appear, click OK.
- 6. The restored date will be available the next time you open PC-ACE Pro32.